

New York State Department of Health Online Day Care and Pre-k Immunization Survey Quick Guide

Instructions for Accessing the Online Day Care and Pre-k Immunization Survey

Please log on to the Health Commerce System (HCS), formerly known as the Health Provider Network (HPN) <https://commerce.health.state.ny.us>, to verify that your account is active.

- If your account is **NOT** active, contact the **Commerce Accounts Management Unit (CAMU) at 1-866-529-1890 or send an email to hinhpn@health.state.ny.us**. CAMU may experience a high volume of calls during the survey period, so please contact the unit well in advance of the survey due date.
- HCS Coordinators are automatically granted access to the survey.
- HCS Coordinators must assign staff with HCS user accounts to the role of school data reporter for them to access the survey.
- Instructions for assigning a role are listed below. **For help assigning a role, please contact Informatics at 518-473-1809.**

Assigning Roles by the HCS Coordinator:

1. Log onto the HCS.
2. Click on **Coordinator's Update Tool**.
3. **Choose the school organization** you wish to update with a school nurse role or school data reporter role, and click on **Select**.
4. Click on **Manage Role Assignments**.
5. Click on **Modify** next to the role that you want to assign an individual.
6. A pop-up list will be displayed of the individuals affiliated with your school district/school who have HCS accounts.
7. Check the box next to each individual you want to assign to the role and click on **Add Role Assignment**.
8. If the individual you want to assign to the role is not on the pop-up list, use the search box to find them in the directory. Another pop-up list of names will be displayed. Highlight the name of the person you would like to add to the role and click on **Add Role Assignments**.
9. If the individual you want to assign to the role does not appear in the new pop-up list, then he/she has not been issued an HCS account and needs to submit the paperwork to receive one.
10. If you have just been assigned to a role and are unable see the survey, you need to log off the HCS for approximately 15 minutes. When you log on again, you should be able to access the survey

Accessing the School Survey Link from the HCS Homepage

1. Select **My Content** from the menu bar at the top of the screen.
2. Select **All Applications** from the drop down menu.
3. Select **S** to locate the School Survey application from the list of HCS applications.
4. Click on the **green and white plus icon** in the Add/Remove column.
5. The **School Survey** link should now appear under My Applications in the menu to the left of your screen.

6. If you are not an HCS Coordinator, you need to be assigned to a role to access the survey. Contact your HCS Coordinator for assistance.

Entering Data and Submitting the Survey:

1. Click on the **School Survey** link.
2. Click on **Data Entry** located on the gray bar at the top of the screen and then you will see a drop down box labeled **Please select an activity**.
3. Select the **Day Care and Pre-k Immunization Survey 2015** and you will see the screen where you enter data for your school.
4. Click on the **Grade Group** tab.
5. Click on the yellow **Save & Add** button.
6. Click on the **Select a Value** drop down box, select a grade and enter your data. Fields that are gray are not applicable to that grade group, so you will not be able to enter data in those fields.
7. **Instructions for completing the survey are located after every data entry field. To access them, click on the “?” following each field box.**
8. After you have completed entering your data for the selected grade group, click on the **Save & Add** button. If you do not click on the **Save & Add** button, you will lose your data.
9. If your day care or pre-k has a 2nd grade group, repeat steps 6 through 8 for that grade group.
10. Click on the **Save All** button after you enter data for the last grade group, then click on the **Review & Submit** button.
11. If no errors are identified, click on the **Submit Data to DOH** button and exit out of the survey.
12. If you have errors, click on the **Modify** button.
13. Click on the **Edit** button next to the appropriate grade group and correct the data in the fields identified.
14. After you correct the data for a particular grade group, click on the **Save ALL** button.
15. Once all the errors for each grade group have been corrected, click on the **Review & Submit** button again and then click on the **Submit Data to DOH** button.
16. Once you submit your survey data, you will receive the **Data have been submitted to DOH Successfully** message.
17. Print a copy of the school’s survey for your records.

For assistance completing the Online School Assessment Survey, please call (518) 474-1944 or send an e-mail to osas@health.ny.gov.